



NOW HIRING

The Department of Natural Resources (DNR) is currently recruiting for Helitack Fire Fighters, Helitack Squad Bosses, Helicopter Managers and Helitack Fuel Support Truck Drivers to become members of Southeast Region's seasonal wildland fire Helitack Aviation Operations crew. Helitack crew members are centrally based out of Ellensburg but provide state-wide aviation support for fires throughout the season. Helitack crew members perform initial attack fire fighting in remote locations (accessed by helicopter) and support DNR's fire fighting helicopter fleet.

Helitack Fuel Support Truck Driver positions support Helicopter operations only. These positions do not generally perform initial attack duties on wildland fire assignments and therefore are not required to take or pass a Work Capacity Test. However, **as a condition of hire, Helitack Fuel Support Truck Drivers must provide a current DOT medical certificate and pass a background check at a cost to the applicant.**



This is an excellent opportunity for motivated individuals and students who desire a career in natural resource management or to gain fundamental forestry experience through fire crew employment. Individuals must be willing and capable of performing strenuous outdoor work safely and productively and of accepting direction and acting responsibly. The duration of these positions is generally 3-4 months with work beginning approximately mid-June and ending mid-September. The experience and training gained as a Helitack Fire Fighter, Helitack Squad Boss or Helitack Manager can form the foundation for a successful career in forestry and other natural resource professions.

DNR provides all fire personnel with required safety clothing or "PPE" (Personal Protective Equipment). This clothing may be worn during

2012 Summer "Fire" Job Opportunities

Southeast Region Helitack Positions Only

**Helitack Fire Fighter
Helitack Squad Boss
Helicopter Manager
Helitack Fuel Support Truck Driver**

SOUTHEAST HELITACK FIRE FIGHTER



POSITION PROFILE

Under the direction of a Helitack Crew Supervisor, the Helitack Fire Fighter is primarily transported by helicopter and is responsible for performing pre-suppression, fire prevention and wildland fire suppression activities for DNR. In addition:

- Perform wildland fire duties including hand-line construction, water handling, general and aerial suppression support and prevention activities and training
- Perform Helicopter Crew Member (HECM) duties including Heli base support, under the direction of the Helitack Squad Boss.
- Maintains accurate maintenance record books for support vehicle
- Completes accurate Time and Activity Report (TAR), mid month and end of the month as requested by supervisor
- Performs general facility and compound duties

PAY, HOURS AND BENEFITS

The Helitack Fire Fighter salary range is:

- \$1,533 - \$1,938 per month or \$8.81 - \$11.14 per hour
- Overtime is paid at the rate of time and one-half in excess of 40 hours worked. For purposes of overtime administration, the agency work week begins at 0001 Monday morning and ends at 2400 Sunday night.
- For all hours worked under the Incident Command System, two dollars (\$2.00) is added to an employee's regular hourly rate of pay.
- Typical work is an 8-hour day, five days a week, or a 10-hour day, four days a week. Positions may require response during off-duty hours to emergency fire suppression needs.
- Some Helitack fire fighter positions may be eligible for health and dental coverage.

regular work hours and must be worn while fire fighting. All undergarments are the responsibility of the individual and should be 100% cotton. **Helitack Fire Fighters, Helitack Squad Bosses, Helicopter Managers and Helitack Fuel Support Truck Drivers are required to wear lace-up boots with Vibram soles and constructed entirely of heavy leather that extends a minimum of 8 inches above the heel cup (inside of boot).** DNR will reimburse (every three years) up to \$180 (with original receipt) for the cost of pre-approved boots. Other clothing, such as rain-gear, coats, hats etc., must be provided by the individual.

WORKING CONDITIONS

□ Many of the duties performed on these jobs require considerable physical exertion; working outdoors in all terrain and weather conditions, working long hours, and extended periods of time away from home. Duties include but may not be limited to the ability to carry up to 45 pounds, run, bend, twist, walk and/or climb. A work capacity test or "pack" test that measures the physical fitness of candidates is administered as part of the selection process. Candidates are required to pass at the "arduous" level for a fire fighter crew member or natural resource worker position.

Most employees are members of a three to four person crew. Employees must reside within a short commute of their crew assembly point which is typically considered to be within 35 miles or an equivalently reasonable commute time. Exact locations for assembly vary each year and are scattered through the department's fire protection area. Employees must have their own reliable transportation and a home telephone or personal cell phone.

WHAT YOU SHOULD KNOW ABOUT THE IS-700 and ICS-100 COURSES

DNR PRE-EMPLOYMENT TRAINING REQUIRED FOR HELITACK FIREFIGHTERS, HELITACK SQUAD BOSSES AND HELICOPTER MANAGERS. (Evidence of completion not required until time of Work Capacity Testing.)

The National Incident Management System (NIMS) is a comprehensive national framework for incident management.

The Incident Command System (ICS) is used by local, state, tribal and federal agencies throughout the United States, as directed by Homeland Security Presidential Directive, HSPD-5.

JOB REQUIREMENTS

- Must be age 18 and possess a high school diploma or G.E.D at the time of hire.
- Must have a valid driver's license and two years of driving experience.
- Acceptable driving record free of serious traffic violations (see application form below).
- The ability to act promptly and use good judgment in emergencies, and deal tactfully with the public.
- Must pass the DNR work capacity test or "pack" test at the arduous level during the selection process and prior to starting work.
- Ability to work on uneven terrain in all weather conditions
- Some positions may be subject to pre-employment drug testing and/or require the ability to operate a manual transmission in a fire truck.

DESIRABLE QUALIFICATIONS

- One or more seasons as a Helitack Fire Fighter or equivalent
- Fire Fighter 2 Rated
- Trained and certified as Fire Fighter 1 within 3 months of hire

SPECIAL REQUIREMENTS

- **Required at time of application to provide the following:**
 - An Employment driving record issued from the state in which you are currently licensed. Details on how to obtain this can be found at the Department of Licensing. [DOL Licensing](#)
- **Required at time of interview to provide the following:**
 - A copy of their driver's license to verify proof of age and current license.
- **Required at time of Work Capacity Testing:**
 - Certificate of course completion for IS-700 and I-100. General information about these courses is included in this announcement.
 - Completed [Waiver and Release Form](#)
 - Completed [Health Screening Questionnaire](#)
- **Required upon hire:**
 - Employees must furnish proof of eligibility to work in the United States.

Submit all materials by March 31, 2012 – See Instructions Below

IS-700-National Incident Management System (NIMS), An Introduction, may be completed on line at:
<https://training.fema.gov/EMIWeb/IS/is700a.asp>

IS-100.b is interchangeable with I-100 and may be completed on line at:
<http://training.fema.gov/EMIWeb/IS/IS100b.asp>

Note: Certificates of completion are not required until time of Work Capacity Testing.

Helitack Fire Fighter, Helitack Squad Boss and Helicopter Manager candidates (regardless of work experience with DNR) who receive a contingent employment offer, must provide copies of their certificates of completion for these two courses to the appropriate region contact listed in this packet by their first day of work. Failure to do so will disqualify candidates for employment in these positions. If you have previously taken and received credit by DNR for these courses, you will not have to retake the courses or submit a certificate of completion. Check with the appropriate region contact listed in this packet to verify if you have received credit.

WHAT YOU SHOULD KNOW ABOUT THE WORK CAPACITY TEST ("PACK TEST")

DNR WORK CAPACITY TESTING FOR HELITACK FIREFIGHTERS, HELITACK SQUAD BOSSES AND HELICOPTER MANAGERS

Safety is of primary importance and concern. An element of safety is personal physical fitness and is important for co-worker safety, personal safety and health and for efficient fire line operations. The "Pack Test" is a work capacity test that measures aerobic capacity, muscular strength, and muscular endurance. Firefighters, strike team leaders, line scouts, and others assigned arduous duty must be prepared to work in steep terrain; and in extreme temperatures, altitude, and smoke-while maintaining reserve work capacity to meet unforeseen emergencies.

The Work Capacity Test ("Pack Test")

Helitack Fire Fighters, Helitack Squad Bosses and Helicopter Managers must pass the arduous fitness level by completing a 3-mile hike with a 45lb pack in 45 minutes. The test is

SOUTHEAST HELITACK SQUAD BOSS



POSITION PROFILE

Under the direction of a Helitack Crew Supervisor, the Helitack Squad Boss is responsible for the daily direction, and safe operation of a Helitack Squad performing pre-suppression, fire prevention and wildland fire suppression activities for DNR. In addition:

- Participates in statewide fire suppression activities for initial attack, extended attack, mop-up, and patrol and fire-line rehabilitation under the direction of the Helicopter Manager.
- Assists the helicopter manager in ensuring equipment and crew readiness
- Is responsible for the care and maintenance of tools on assigned aircraft
- Assists manager in directing assigned crews in all fire operations
- Acts as liaison between assigned crews and managers
- Maintains accurate maintenance record books for support vehicle
- Completes accurate Time and Activity reports, mid month and end of the month as requested by supervisor
- May act as lead worker when assigned general facility, compound or other project-related work

NOTE: Helitack Squad Boss Pay, Benefits and Job Requirements are the same as Helicopter Manager – See Below

Pass/Fail only. Failure to pass will disqualify candidates for employment in these positions.

Work Capacity Test ("Pack Test") Training

Prior to reporting for work, applicants are strongly encouraged to train for arduous level work capacity. However, before you begin to train for testing or before substantially increasing your level of activity please review the health screening questionnaire (HSQ) and consult your health care provider if necessary. You may contact the region office for a copy of the HSQ. Once you are cleared by your health care provider to begin training, you will need:

- Adequate footwear that will cover and protect feet and ankles while testing.
- Comfortable clothing.
- A pack that weighs 45 lbs.
- An accurately measured, safe, and level course.

Training for the "Pack Test" is important. Start training at least 4-6 weeks before you are scheduled to take the test. To be in shape for work duty, you may want to train in the footwear or boots you will wear on the job.

Taking the Actual "Work Capacity Test"

- You will be contacted by the hiring region with the date, time and place for the "Pack Test". The region will also provide you with the HSQ and a waiver at that time.
- You must provide the Test Administrator with the Waiver and Release Form signed and dated by you and your completed HSQ on the day of the test. If you check any response in Section A on the HSQ or more than one response in Section B on the front of the HSQ, you must have your healthcare provider sign the back of the HSQ and indicate if there are any limiting conditions restricting your participation in the "Pack Test".
- Testing will be monitored and any problems should be brought to the attention of the test monitors.
- No jogging or running is permitted.
- You may choose to provide your own pack or a standard weighted vest will be provided. Packs will be weighed before and after testing.

SOUTHEAST HELICOPTER MANAGER



POSITION PROFILE

Under the direction of a Helitack Crew Supervisor, the Helicopter Manager is responsible for the safe and efficient use of the helicopter, crew and support equipment performing pre-suppression, fire prevention and wildland fire suppression activities for DNR. In addition:

- Participates in statewide fire suppression activities for initial attack, extended attack, mop-up, and patrol and fire-line rehabilitation.
- Acts as liaison between the Helitack module and the incident commander and multiple agency dispatch centers or the project manager
- Works with Squad Boss to ensure specialized aviation and suppression equipment and crew readiness at the beginning of each shift
- Responsible for the security of the assigned aircraft while on incidents and at staging locations.
- Completes accurate Time and Activity reports, mid month and end of the month as requested by supervisor
- May act as lead worker when assigned general facility, compound or other project-related work
- May set up and run a Heli base during initial attack and or support an established Heli base

PAY, HOURS AND BENEFITS

The Helitack Squad Boss and Helicopter Manager salary range is:

- \$2,161 - \$2,789 per month or \$12.42 - \$16.03 per hour (\$2,161 – \$2,705 per month \$12.42 – \$15.55 per hour with 3% temporary reduction)

Important Note: From July 1, 2011 through June 29, 2013 a 3% temporary salary reduction is in effect for most positions.

- Overtime is paid at the rate of time and one-half in excess of 40 hours worked. For purposes of overtime administration, the agency work week begins at 0001 Monday morning and ends at 2400 Sunday night.
- For all hours worked under the Incident Command System, two dollars

(\$2.00) is added to an employee's regular hourly rate of pay.

- Typical work is an 8-hour day, five days a week, or a 10-hour day, four days a week. Positions may require response during off-duty hours to emergency fire suppression needs.
- Some Helitack Squad Boss and Helicopter Manager positions may be eligible for health and dental coverage.

JOB REQUIREMENTS

- Must be age 18 and possess a high school diploma or G.E.D at the time of hire.
- Must have a valid driver's license and two years of driving experience.
- Acceptable driving record free of serious traffic violations (for specifics see application form below).
- The ability to act promptly and use good judgment in emergencies, and deal tactfully with the public.
- Must pass the DNR work capacity test or "Pack Test" at the arduous level during the selection process and prior to starting work.
- Some positions may be subject to pre-employment drug testing and/or require the ability to operate a manual transmission in a fire truck.
- Working knowledge of the Incident Command System
- Basic computer skills – word processing and spreadsheets
- **Must have three months of natural resource labor experience**

DESIRED POSITION QUALIFICATIONS

- Single Resource Boss/Helicopter Manager, Incident Commander Type 4 rated.
- Aerial delivered size up and Initial attack experience
- Strong leadership skills.
- ICS rated at Helibase Manager 2 level
- Four seasons of wildland fire related experience of which two or more years are Helitack related experience

SPECIAL REQUIREMENTS

- Must possess a valid driver's license and two years of driving experience
- Three months fire fighting experience
- Current Red Card rating of Firefighter Type 1 (FFT1)
- Must pass work capacity test at the arduous level
- Ability to work on uneven terrain in all weather conditions
- **Required at time of application to provide the following:**
 - An Employment driving record issued from the state in which you are currently licensed. Details on how to obtain this can be found at the Department of Licensing. [DOL Licensing](#)
- **Required at time of interview to provide the following:**
 - A copy of driver's license to verify proof of age and current license.
- **Required at time of Work Capacity Testing:**
 - Certificate of course completion for IS-700 and I-100. General information about these courses is included in this announcement.
 - Completed [Waiver and Release Form](#)
 - Completed [Health Screening Questionnaire](#)
- **Required upon hire:**
 - Employees must furnish proof of eligibility to work in the United States.

Submit all materials by March 31, 2012 – See Instructions Below

SOUTHEAST HELITACK FUEL SUPPORT TRUCK DRIVER



POSITION PROFILE

Under the direction of a Helitack Crew Supervisor, the Helitack Fuel Support Truck Driver independently operates and maintains a fuel support truck in response to statewide wildland fires. In addition:

- Conducts daily vehicle inspections
- Maintains driver log books and fuel records
- Maintains current CDL Class B license with tank, HazMat and airbrake endorsement
- Adheres to DOT and DNR duty day limits and policies and agency travel regulations
- Performs all fuel transfers
- Supports helicopter operations by refueling helicopters, selecting refueling areas, filling helicopter foam tanks, directing helicopter landings and departures, etc., under the direction of the Helicopter Manager.
- Maintains fuel truck inventory
- Performs compound maintenance and other duties as assigned.

PAY, HOURS AND BENEFITS

The Helitack Fuel Support Truck Driver salary range is:

- \$2,161 - \$2,789 per month or \$12.42 - \$16.03 per hour
(\$2,161 – \$2,705 per month or \$12.42 – \$15.55 per hour with 3% temporary reduction)

Important Note: From July 1, 2011 through June 29, 2013 a 3% temporary salary reduction is in effect for most positions.

- Overtime is paid at the rate of time and one-half in excess of 40 hours worked. For purposes of overtime administration, the agency work week begins at 0001 Monday morning and ends at 2400 Sunday night.

- For all hours worked under the Incident Command System, two dollars (\$2.00) is added to an employee's regular hourly rate of pay.
- Typical work is an 8-hour day, five days a week, or a 10-hour day, four days a week. Positions may require response during off-duty hours to emergency fire suppression needs.
- Some Helitack Fuel Support Truck Driver positions may be eligible for health and dental coverage.

JOB REQUIREMENTS

- Must be age 18 and possess a high school diploma or G.E.D at the time of hire.
- Must have a valid driver's license and two years of driving experience.
- Acceptable driving record free of serious traffic violations (for specifics see application form below).

SPECIAL REQUIREMENTS

- Must possess a valid driver's license and two years of driving experience
- Minimum of a Class B Commercial Drivers License (CDL) with tank, HazMat and airbrake endorsements.
- This position is subject to pre-employment drug testing.
- **Required at time of application to provide the following:**
 - An Employment driving record issued from the state in which you are currently licensed. Details on how to obtain this can be found at the Department of Licensing. [DOL Licensing](#)
- **Required at time of interview to provide the following:**
 - A copy of driver's license to verify proof of age and current license.
- **Required upon hire:**
 - Employees must furnish proof of eligibility to work in the United States.

Submit all materials by March 31, 2012 – See Instructions Below

APPLICATION PROCESS

How and Where to Apply:

1. Complete the attached employment application [Seasonal Wildland Fire Application Form](#). (Please specify which position you are applying for in Southeast Region: Helitack Fire Fighter, Helitack Squad Boss, Helicopter Manager or Helitack Fuel Support Truck Driver).
2. Provide as an attachment a copy of your Employment driving record issued from the state in which you are currently licensed (see link above for DOL Licensing).

3. Please consider submitting an online voluntary [Applicant Profile Questionnaire](#).
(This information is not required and is provided on a voluntary basis only.
This information is confidential and is not used in hiring decisions.
This information is for reporting purposes only.)

**CONDITIONAL EMPLOYMENT OFFERS MAY BE MADE AS EARLY
AS JANUARY 31, 2012
PLEASE APPLY AS SOON AS POSSIBLE**

Submit all materials no later than March 31, 2012 to:

Electronic method preferred

SALLY.BOLLINGER@DNR.WA.GOV

Sally Bollinger
DNR
713 Bowers Road
Ellensburg, WA 98926

NOTE: Please indicate SE Helitack Fire Fighter, SE Helitack Squad Boss, SE Helicopter Manager or SE Helitack Fuel Support Truck Driver Recruitment #2012-01-Helitack in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Joe Thorpe or Austin Marshall at (509) 925-0958 or e-mail us at joe.thorpe@dnr.wa.gov or austin.marshall@dnr.wa.gov .

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.